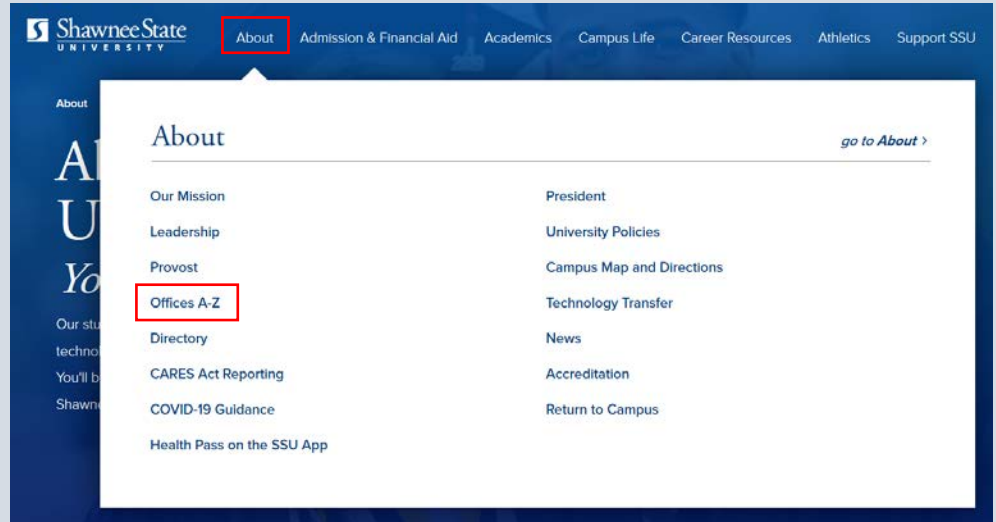


Accessing Pay Slips

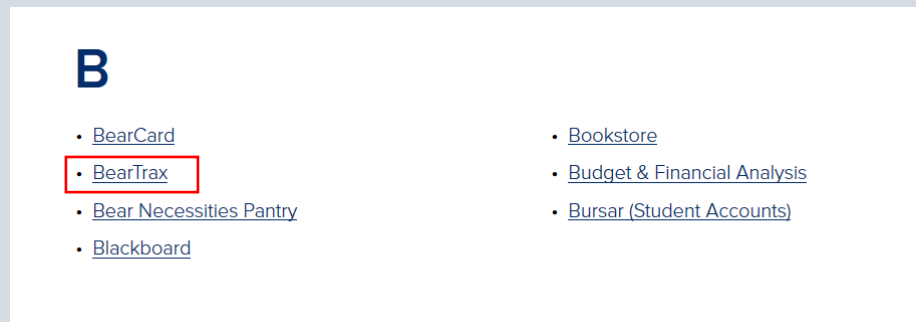
A guide to help Employees view their Pay Slips in BearTrax.

Login to BearTrax

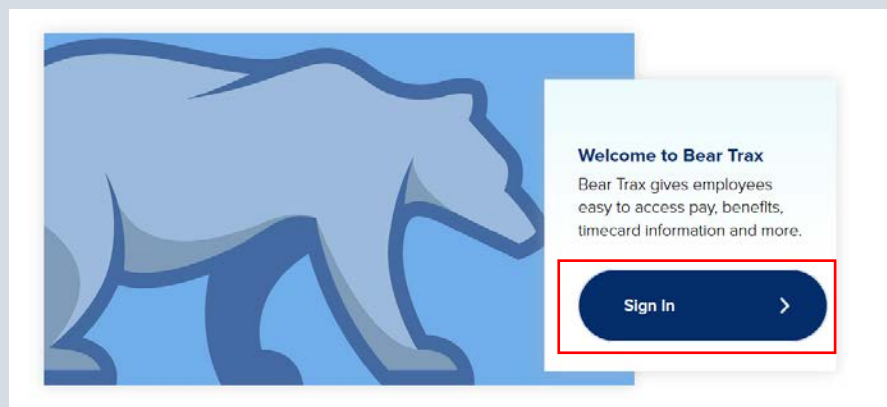
1. Navigate to the Shawnee website (Shawnee.edu) and select *About* > *Offices A-Z*



2. Select *BearTrax* under within the “B” section.

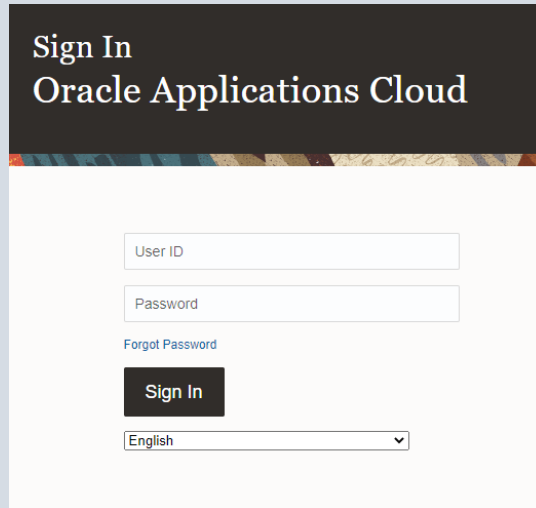


3. Click the “Sign In” Button to navigate to the BearTrax site.



Tip: If you don't know your login credentials, Human Resources can assist you.

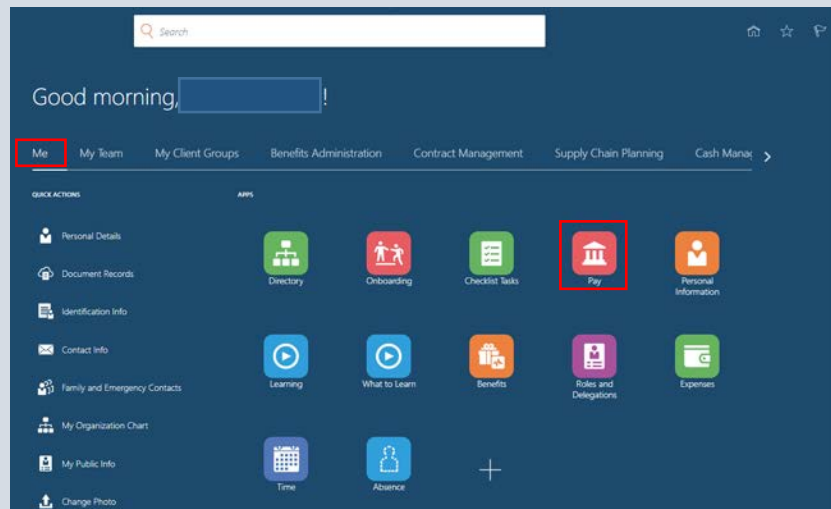
4. Sign into BearTrax with your *BearTrax ID* and *Password*.



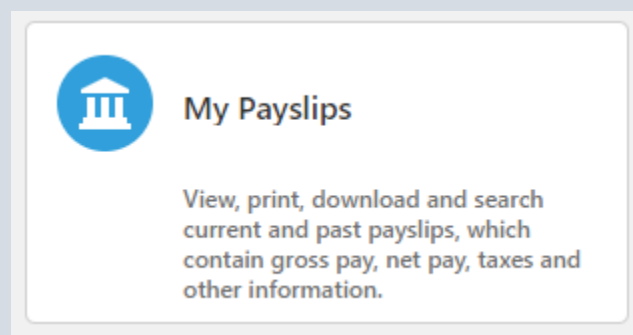
1. From the Home Screen, navigate to *Me > Pay*.

Method #1

Tip: If you don't have the Pay icon, skip to "Method #2".



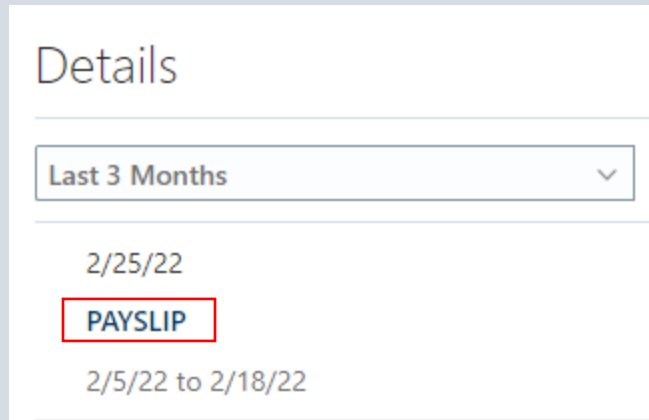
2. Click "My Payslips".



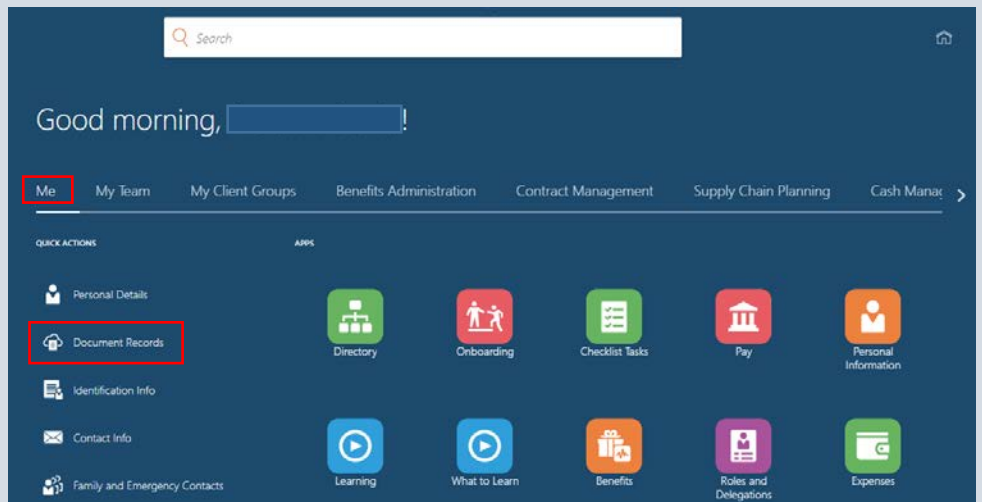
Tip: If you want to view pay slips prior to the “Last 3 Months” change the filter by clicking the down arrow and making a new selection.

Method #2

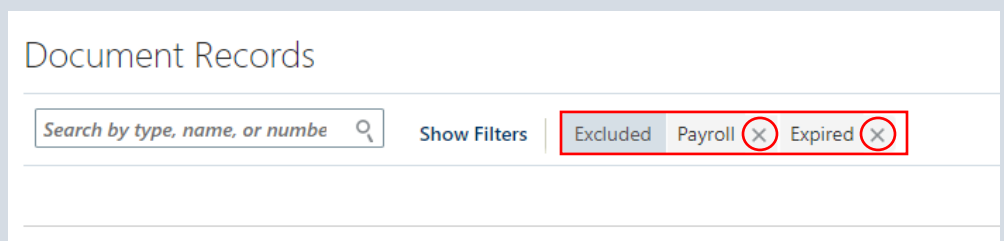
3. Click the PAYSPLIT hyperlink under the pay date which you wish to view the payslip for.



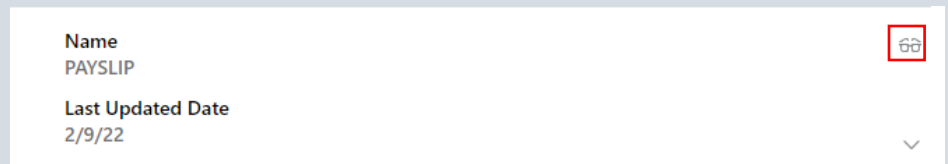
1. From the Home Screen, navigate to *Me > Document Records* (under Quick Actions)




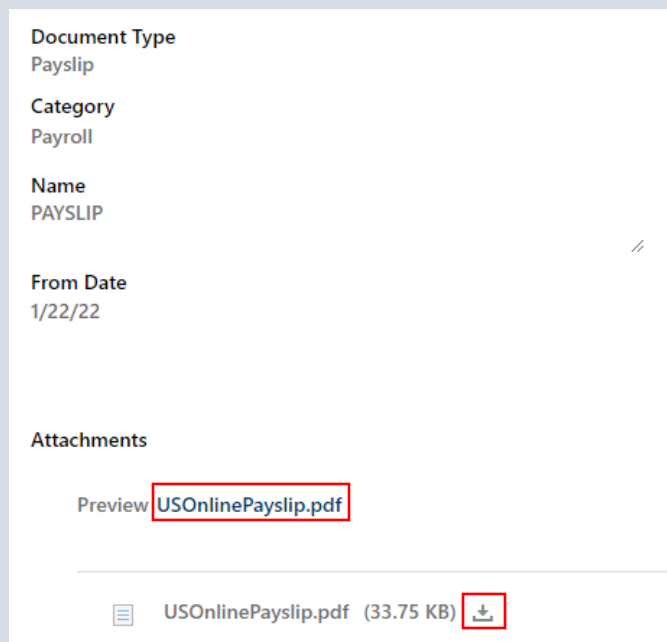
2. On the Document Records screen, remove the automatic filters by clicking the X to the right of “Payroll” and “Expired”. Your Pay Slips should now appear.



3. Click the eyeglass to the right of the payslip you wish to view.



4. To open the preview of the payslip, click the blue hyperlink "USOnlinePayslip.pdf". To download a pdf of the Pay Slip, select the  button under the "Attachments".



If you have questions concerning your pay or have issues with viewing your Pay Slip, contact Payroll at 740-351-3104.